

New Employee Onboarding Plan

Name:

Classification:

Supervisor:

Date:

The purpose of this Onboarding Plan is to provide you with the support and guidance needed in order to be successful within your classification. It addresses basic milestones I anticipate you will be able to meet within the prescribed timeframes as well as formal and informal training you will receive. It is important to note that the milestones provided below are intended to be approximate and can be adjusted accordingly. Meetings will be scheduled on or around the conclusion of the 30, 60, and 90-day marks to discuss your progress, if you need more assistance or support, etc.

30-DAY MILESTONE: CONCEPT OR TASK	LEARNED OR COMPLETED
Managers/Supervisors should list basic tasks, concepts, or knowledge they expect their new hires to be aware of or exposed to (not master) within the first 30 days	
1)	<input type="checkbox"/> YES <input type="checkbox"/> NO
2)	<input type="checkbox"/> YES <input type="checkbox"/> NO
3)	<input type="checkbox"/> YES <input type="checkbox"/> NO
4)	<input type="checkbox"/> YES <input type="checkbox"/> NO
5)	<input type="checkbox"/> YES <input type="checkbox"/> NO
6)	<input type="checkbox"/> YES <input type="checkbox"/> NO
7)	<input type="checkbox"/> YES <input type="checkbox"/> NO

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60-DAY MILESTONE: CONCEPT OR TASK	LEARNED OR COMPLETED
Managers/Supervisors should list more complex tasks, concepts, or knowledge they expect their new hires to be aware of or exposed to by the 60 day mark	
1)	<input type="checkbox"/> YES <input type="checkbox"/> NO
2)	<input type="checkbox"/> YES <input type="checkbox"/> NO
3)	<input type="checkbox"/> YES <input type="checkbox"/> NO
4)	<input type="checkbox"/> YES <input type="checkbox"/> NO
5)	<input type="checkbox"/> YES <input type="checkbox"/> NO
6)	<input type="checkbox"/> YES <input type="checkbox"/> NO
7)	<input type="checkbox"/> YES <input type="checkbox"/> NO

90-DAY MILESTONE: CONCEPT OR TASK	LEARNED OR COMPLETED
Managers/Supervisors should continue to list more complex tasks, concepts, or knowledge they expect their new hires to be aware of or exposed to by the 90 day mark	
1)	<input type="checkbox"/> YES <input type="checkbox"/> NO
2)	<input type="checkbox"/> YES <input type="checkbox"/> NO
3)	<input type="checkbox"/> YES <input type="checkbox"/> NO
4)	<input type="checkbox"/> YES <input type="checkbox"/> NO
5)	<input type="checkbox"/> YES <input type="checkbox"/> NO
6)	<input type="checkbox"/> YES <input type="checkbox"/> NO
7)	<input type="checkbox"/> YES <input type="checkbox"/> NO

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FORMAL TRAINING TO BE RECEIVED:

Managers/Supervisors should list applicable courses that will assist their new hire in being successful within the classification.

COURSE TITLE	ANTICIPATED DATE OF COMPLETION (BASED ON AVAILABILITY)
1)	
2)	
3)	
4)	

INFORMAL TRAINING TO BE RECEIVED:

CONCEPT OR TASK	COMPLETED
	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO
Also list anything specific to your unit (i.e., how to use/access a database specific to your unit, for example)	<input type="checkbox"/> YES <input type="checkbox"/> NO

RESOURCES TO CONSULT WITH QUESTIONS/CONCERNS:

(Insert names of lead staff, people with the most experience with a particular type of task, etc.— anyone who could assist the new staff in meeting these milestones)

**Note: electronic links to these forms can be found (insert location within your department)*